

CLERK-STENOGRAPHER

DISTINGUISHING FEATURES OF THE CLASS: This entry-level, general clerical work which involves the ordering, recording, tabulating or otherwise processing of materials. Stenography and typing are an integral part of the job and must consume a minimum of 10% of total work time. The work is performed under general supervision in accordance with prescribed procedure. Does related work as required.

TYPICAL WORK ACTIVITIES:

Takes dictation and types from shorthand notes, copy, rough notes, etc.;

Opens, sorts and distributes mail;

Sorts, indexes and files correspondence and other materials alphabetically and numerically;

Fills requests for applications, forms, cards, etc., and answers routine questions for completing them;

Issues form letters and notices;

Checks, matches and assembles forms, documents and related data for further processing;

Maintains and balances simple account or record keeping entries;

Posts data to control records;

Makes basic arithmetical computations;

Prepares basic reports from assembled data;

Maintains and distributes office supplies;

Places telephone calls to request and give routine information;

Answers telephone and personal inquiries and directs callers;

Operates a variety of office machines in the performance of clerical work, such as photocopy, calculator, fax machine, data entry, word processing, micro-computer, etc.;

May issue permits and licenses and collect money;

May issue, receive and renew library materials;

May prepare and maintain library materials, labels, letters, reinforce covers, shellac, paste, etc.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Working knowledge of business arithmetic and English; ability to type at a rate of thirty-five (35) words per minute*; ability to record dictation at a rate of eighty (80) words per minute and to transcribe it*; ability to understand and carry out basic oral and written directions; ability to process documents; ability to maintain basic records; ability to file alphabetically and numerically.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma.

NOTE: Academic, technical, or vocational training or office clerical experience may be substituted for schooling on a year-for-year basis.

*To be demonstrated during the probationary period.

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Competitive